ANNOTATOR'S WORKBENCH USER'S MANUAL

THIS PRODUCT INCLUDES SOFTWARE DEVELOPED BY THE ETHNOGRAPHIC VIDEO FOR INSTRUCTION AND ANALYSIS DIGITAL ARCHIVE PROJECT BY INDIANA UNIVERSITY AND UNIVERSITY OF MICHIGAN FUNDED BY A GRANT FROM THE ANDREW W. MELLON FOUNDATION. FOR FURTHER INFORMATION CONTACT THE INSTITUTE FOR DIGITAL ARTS AND HUMANITIES AT INDIANA UNIVERSITY, IDAH@INDIANA.EDU

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GETTING STARTED

INSTALLATION

Unzip the downloaded file into whatever directory you want to install the application. On Macs, this would be Applications and on Windows PCs, Program Files, but the application will run fine from any other directory you would choose. You may want to place a shortcut or alias for the AWB application on the desktop.

CONFIGURATIONS

For Mac Users: This User's Manual is based primarily on the PC version of the Annotator's Workbench. The Mac version may differ slightly in terms of appearance and access to certain functions (i.e., Ctrl-Click to access context menus, instead of right-click).

OPENING THE AWB APPLICATION

To open the AWB application, double-click the "Annotator's Workbench" shortcut on your desktop or from whatever directory you installed the application.

OPENING A PROJECT FILE

These are large files and could take up to several minutes to load completely, especially the video components.

FINDING VIDEO FILES

The AWB will automatically try to find the appropriate movie files when you open a project file. If it can't find the files, a dialogue box will appear asking you to navigate to the location of that file.

Once the AWB finds at least one of your video files, it will automatically look in the same location for the rest of the necessary files. It is also designed to remember this location for future work sessions. Therefore, if you continue to work at the same workstation, you should only need to do this once, unless you move your files.

CONNECTING TO THE CONTROLLED VOCABULARY DATABASE

After you open a project file in the AWB, you may optionally need to connect to the Controlled Vocabulary database. See Appendix I for details.

SAVING YOUR WORK

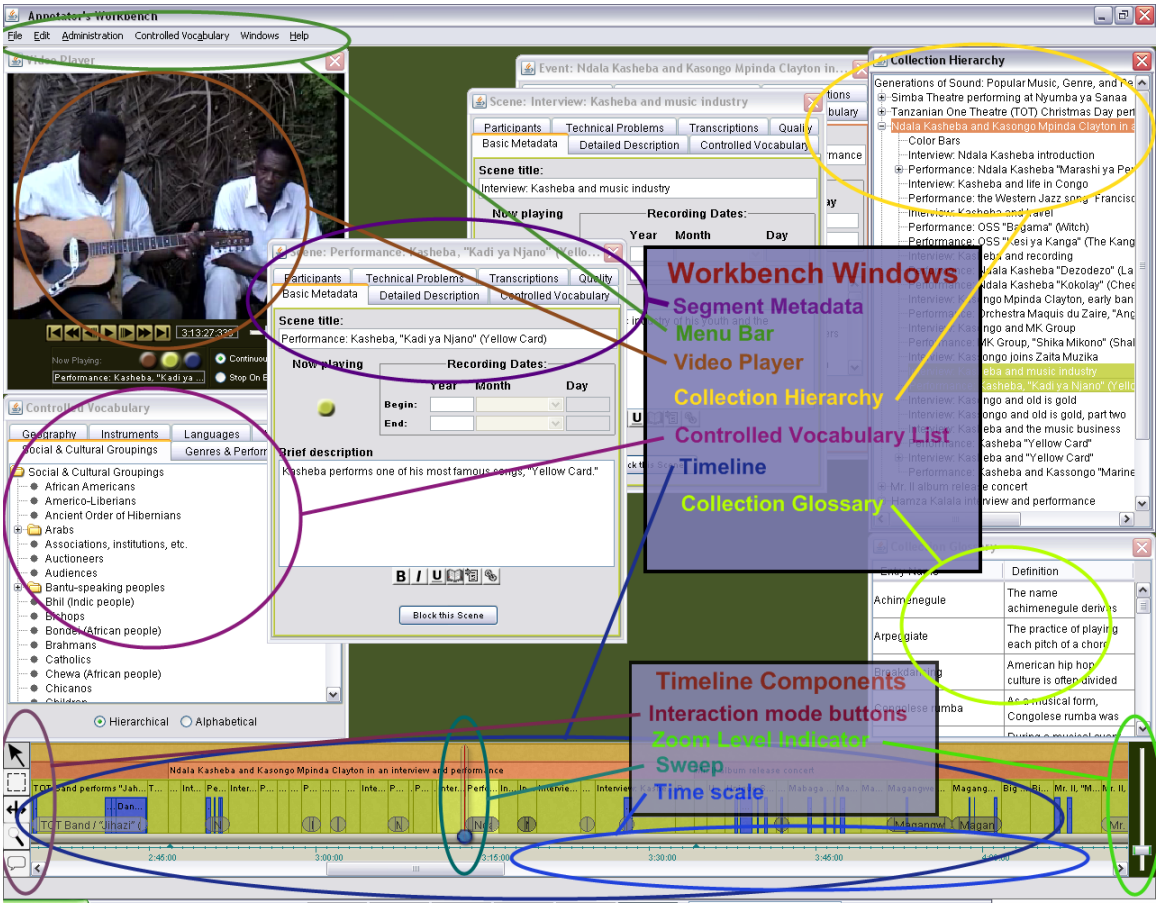
In order to keep changes made during a work session, you will need to save your work before closing the application. We also suggest that you save your project periodically throughout your work session (every 15 minutes is a good rule of thumb).

You can save your project in two ways:

- From the "File" menu in the menu bar, select "Close project." You will be asked if you wish to save your changes before closing.
- From the "File" menu, select either "Save project" or "Save project as." The former choice will save the project in its existing location; the latter choice will allow you to save a new version of the project in a different location.

For Mac Users: If you go through the File>Exit process, the application will check if you need to make a save before exiting. If, however, you quit the application from the main menu bar at the top of the screen or use the Cmd+Q shortcut key, the normal closing process is circumvented and the application will close WITHOUT verifying that you have saved. Therefore, you MUST be sure to save your work before exiting via these other methods.

THE AWB WORKSPACE



To help you identify certain frequently used functions, most of the buttons in the AWB workspace also display "tool tips"—small explanatory labels—when you mouse over them. (To "mouse over" an object, move your cursor over the object and hold it there for a few seconds *without* clicking.) Tool tip examples can be seen if you mouse over the video playback buttons in the Video Window or the Timeline Toolbar buttons on the left side of the Timeline.

In the initial configuration, except for the Timeline, all windows in the AWB environment can be moved around, resized, minimized, or even closed. You can also use the "Windows" menu in the Menu Bar to choose which windows to display—just check the boxes for the windows you wish to be visible, or uncheck the boxes for windows you wish to hide. You can use these options to create a personalized workspace that is most

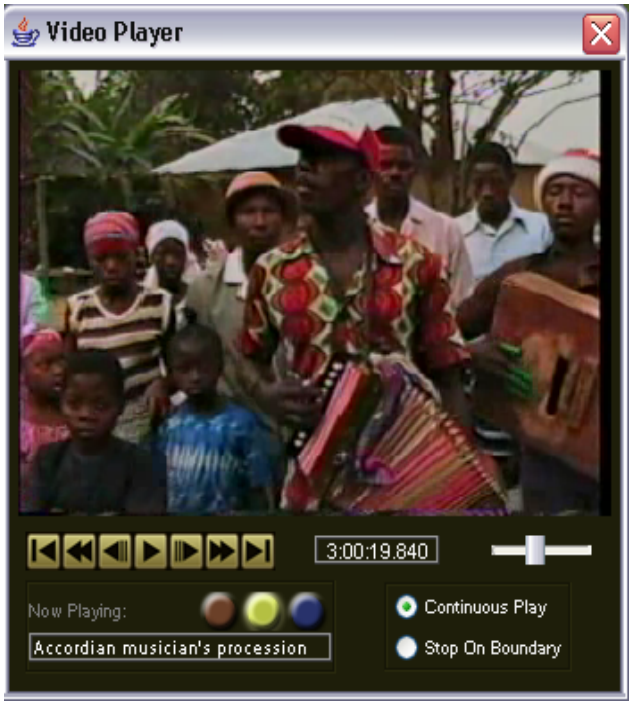
comfortable for your needs. For example, you may wish to work with a large Collection Hierarchy window but keep the Controlled Vocabulary window small, or vice versa, or you may choose to keep the Collection Glossary Window hidden most of the time. Your window sizes and positions will be saved with your project.

In addition, there is a configuration file that is checked when the AWB is loaded and allows alternate configurations of the workspace. This configuration is covered in the "Annotator's Workbench Configuration" document.

Menu Bar

The Menu Bar runs across the top of the main AWB window and provides access to the following functions, as well as information about keyboard shortcuts:

- File: Open/close a project file, import a project file from an XML format, create a new project file, save your project, see project properties, and exit AWB.
- Edit: Undo and Redo actions or changes
- Controlled Vocabulary: Refreshing the Controlled Vocabulary from the database
- Windows: Auto-arrange open windows to a default layout, close all windows, select which windows to show in the workspace
- Help: See information about AWB



Video Player

The Video Player initially appears in the upper-left corner of the AWB environment, and it is the window where you can view your video files.

The player screen takes up the upper three-quarters of the window area, and the following functions are located in the lower quarter (clockwise from upper left):

- Video controls: These buttons immediately below the player screen provide basic controls for video playback, and mouse-over tool tips help you identify these functions: Play; Pause; Back/Forward One Frame; Rewind/Fast Forward; Jump to Previous/Next Segment Boundary.

- Time: The time code for the material on view, *relative to the entire collection*.

- Volume: Slider controls player volume, independently of workstation system volume.

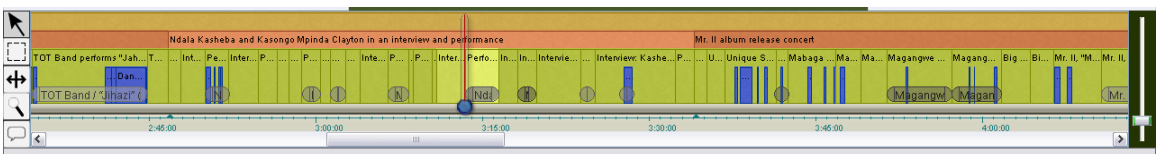
- Segment name: During playback, the name you have given to the current segment appears here. The colored dots above the box indicate whether the current content is an event (red), scene (yellow), or action (blue).

- Playback options: Using the radio buttons, you have the option to select "Continuous Play" (video will run continuously during play mode) or "Stop at Boundaries" (video will stop when defined segment endpoints are reached).

The Video Player is synced to the Timeline and the Collection Hierarchy. Selecting content in either of these two areas will cause the corresponding video segment to start in the player.

TIMELINE

The Timeline, which is permanently docked across the bottom of the AWB window, is a completely interactive tool for navigating your collection and its various segments (events, scenes, actions).



The Timeline provides a graphic representation of your collection organization and the relationship among segments, and most functions within the AWB can be initiated directly from the Timeline interface.

The Timeline is also synced to the Video Player. Selections on the Timeline will cause the corresponding video segment to open in the player, and in certain modes ("Create Scene" mode), mousing over the timeline will cause the video display to change accordingly.

You can use the Timeline for:

- Creating and changing segments and segment boundaries
- Navigating to and viewing specific locations in your video
- "Opening" segments for annotation

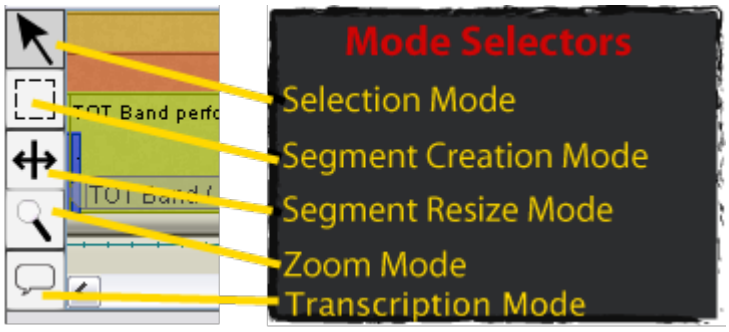
Different segment types appear in different colors on the Timeline, in a top-down nested hierarchy (i.e., Events below/within the Collection, Scenes within Events, and Actions within Scenes). In the current release, the Collection is brown, Events are red, Scenes are yellow-green, and Actions are blue. The entire collection and its segments are situated relative to a time scale (00:00:00) across the bottom of the Timeline area. The time scale also contains markers (small triangles) to show where your original tapes began and ended, relative to the collection as a whole.

SWEEP

An important feature of the Timeline is the sweep bar. During video playback, the sweep bar moves across the timeline to show where the video is playing, and you can also move the sweep bar yourself to initiate video play for any point in your collection. To move the sweep bar, drag it to a new location or double-click on the sweep groove to bring the sweep to you. You can even set the sweep position precisely by entering a timecode, a feature which is accessed by right-clicking the sweep ball to open the sweep context menu. In certain modes, you can lock the sweep position for use as a guide when creating segment endpoints.

TIMELINE MODES

Various modes, functions, and tools are available for use with the Timeline. "Modes" basically create different sets of tools that allow for different functions when the tools are applied to the Timeline.



The following modes are accessible via the Timeline Toolbar (on the left side of the Timeline area); certain functions are also available from "context menu" that appear when you right-click on the Timeline in each mode:

- : "Select" mode. In Select Mode, single-clicking on a segment will highlight it and set the Video Player to the beginning of the selected segment. Double-clicking on a segment will "open" the segment for annotation, causing the Metadata Window to open so you can add or edit descriptive text (see p. 13 of this Manual). In this mode, you can also single-click on the sweep ball and drag it to reposition the sweep bar, and you can use the Video Player buttons (Back/Forward One Frame) to fine-tune the sweep location for later use in defining segment endpoints. The following options are also available within the Select Mode context menu:
    - Open selected segment: Makes the highlighted segment and its metadata window active for annotation.
    - Delete selected segment: Deletes the highlighted segment and any sub-segments that have been defined within it.
    - Zoom to segment: Expands the highlighted segment to fill the Timeline area.
- : "Create" mode. In Create Mode, click and drag to create a new video segment. You can also access the Open, Delete, and Zoom functions from the Create Mode context menu; Create Mode also contains the special "Insert Segment to Fill Gap" function in its context menu:
- Insert Segment to Fill Gap: Create a new segment which automatically fills the space between two existing segments.
- : "Resize" mode. In Resize Mode, click and drag to change a segment boundary. You can also access the Open, Delete, and Zoom functions from the Resize Mode context menu.

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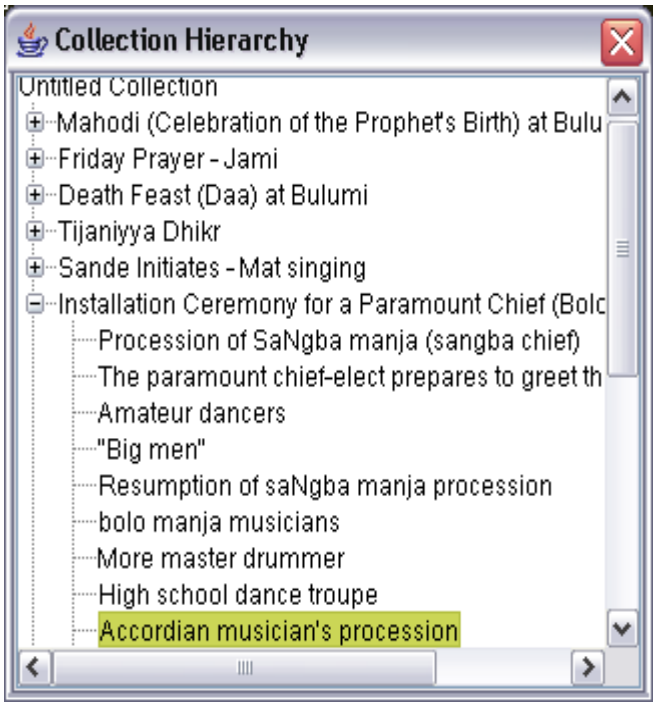
- : "Zoom" mode. In Zoom Mode, click on the timeline to incrementally zoom into a segment (each click zooms in by 20%). To zoom out, hold down the Shift key while clicking (you should see the icon change to a minus sign inside the magnifying glass). You can also access the Open, Delete, and Zoom functions from the Create Mode context menu.

- : "Transcription" mode. In transcription mode you can interact with the transcriptions you created in the metadata window. You can resize transcriptions, you can edit transcriptions and you can add translations

In ANY mode, you can also zoom in and out using the vertical slider to the right of the Timeline. You can move it manually, or else its position will change automatically based on zooming actions initiated with other tools. The position of the slider thus serves as a quick indicator of your relative level of zoom.

Collection Hierarchy Window

The Collection Hierarchy window initially appears in the upper-right corner of the AWB environment, and it provides a hierarchical view of all video segments you have created within your collection.


Collection Hierarchy
Untitled Collection
Mahodi (Celebration of the Prophet's Birth) at Bulu
Friday Prayer - Jami
Death Feast (Daa) at Bulumi
Tijaniyya Dhikr
Sande Initiates - Mat singing
Installation Ceremony for a Paramount Chief (Bolc
Procession of SaNgba manja (sangba chief)
The paramount chief-elect prepares to greet th
Amateur dancers
"Big men"
Resumption of saNgba manja procession
bolo manja musicians
More master drummer
High school dance troupe
Accordian musician's procession

Clicking on the plus sign beside a segment header will open a nested list of sub-segments that exist within the higher-level segment. For example, Scenes are nested within

their parent Event, and Actions are nested within their parent Scene.

Double-clicking on any segment header in the Collection Hierarchy window opens a Metadata Window for that segment and also causes that segment to open in the Video Player. Right-clicking on a segment header opens a context menu with options to open or delete the selected segment. All open segments appear as highlighted headers in the list (because multiple Metadata windows can be open at the same time, you may see multiple segments highlighted in the Collection Hierarchy).

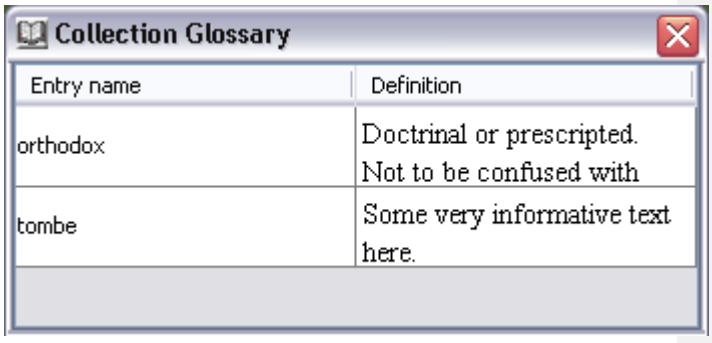
The Collection Hierarchy is also synced to the Timeline—double-clicking a segment causes that segment to be highlighted on the Timeline and the sweep bar to jump to the appropriate location on the Timeline. Changes or new segments created in the Timeline will appear in the Collection Hierarchy; segments deleted from the Collection Hierarchy will also disappear from the Timeline.

Optional Controlled Vocabulary Window

The Controlled Vocabulary (CV) window does not initially appear on the desktop. There is significant work involved in setting up controlled vocabulary since you need a database to store and retrieve the terms, as well as some expertise in defining controlled vocabulary. In general, this feature is only used with larger institutional repositories or collections. See Appendix I for details for using Controlled Vocabulary.

Collection Glossary Window

The Collection Glossary Window will display any glossary terms you have created and their associated definitions.

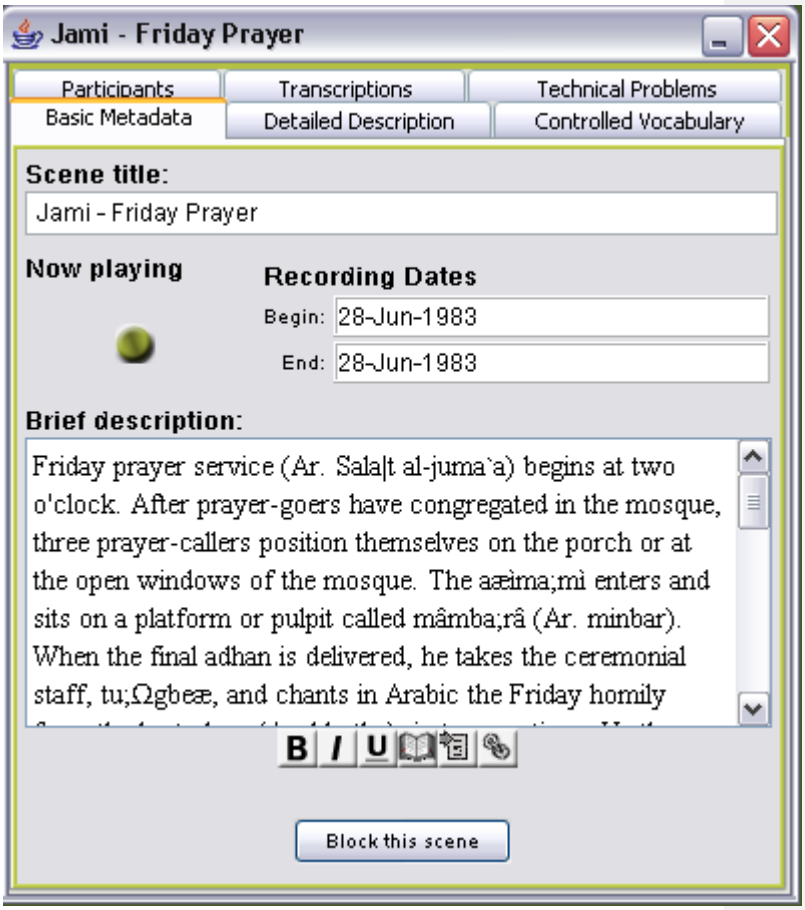


Right-clicking on an entry will open a context menu which gives you the option to delete or edit the selected entry. (Note: you cannot delete an entry if you have

linked it to a word/phrase in your annotation text. You must find and remove all links before an entry can be deleted.)

METADATA WINDOWS

The Metadata Window is the primary interface for annotating the video in your collection. When you "open" a video segment (event, scene, or action), a segment-specific Metadata window appears for you to input various kinds of information about the segment.


Jami - Friday Prayer
Participants
Transcriptions
Technical Problems
Basic Metadata
Detailed Description
Controlled Vocabulary
Scene title:
Jami - Friday Prayer
Now playing
Recording Dates
Begin: 28-Jun-1983
End: 28-Jun-1983
Brief description:
Friday prayer service (Ar. Sala|t al-juma`a) begins at two o'clock. After prayer-goers have congregated in the mosque, three prayer-callers position themselves on the porch or at the open windows of the mosque. The aæima;mi enters and sits on a platform or pulpit called mâmba;râ (Ar. minbar). When the final adhan is delivered, he takes the ceremonial staff, tu;Ωgbeæ, and chants in Arabic the Friday homily
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Block this scene

You can have several Metadata windows open at once, and open segments are highlighted in both the Timeline and Collection Hierarchy. The multiple windows will automatically cascade, or you can move, minimize, or maximize them as desired. You must click on a particular window to make it active.

The Metadata window contains six tabs. Each tab corresponds to a different type of information you can enter about the selected segment (for detailed instructions on how to enter data in each tab, please see the corresponding sections of this User's Manual):

- Basic Metadata: Write segment title, provide content dates, give a basic description of what is happening in the segment, and block content if required.

- Detailed Description: Provide extended or background information about a video topic.
- Controlled Vocabulary: Apply CV terms to a video segment
- Participants: Name individuals or groups that appear in the segment
- Transcriptions: Transcribe and translate spoken or sung segment content
- Technical Problems: Explain any technical issues that arose during filming and affect audio or video quality.

Spell Checker:

The AWB spell checker was derived from wiktionary.com and as such is a bit limited and not complete. Users can add words to the dictionary if they choose. To change a word, or add to the dictionary select the word with the red curvy line and a dialogue box will appear.

In the Basic Metadata and Detailed Description tabs, you are provided with basic tools for formatting text and linking text to other types of information. These functions appear as a row of 7 buttons located directly below the text pane and are equipped with mouse-over tool tips. These functions can also be accessed via a context menu that will appear when you right-click in the text pane:

Formatting selected text:

- : Apply a bold font to the selected text
- : Italicize the selected text
- : Underline the selected text

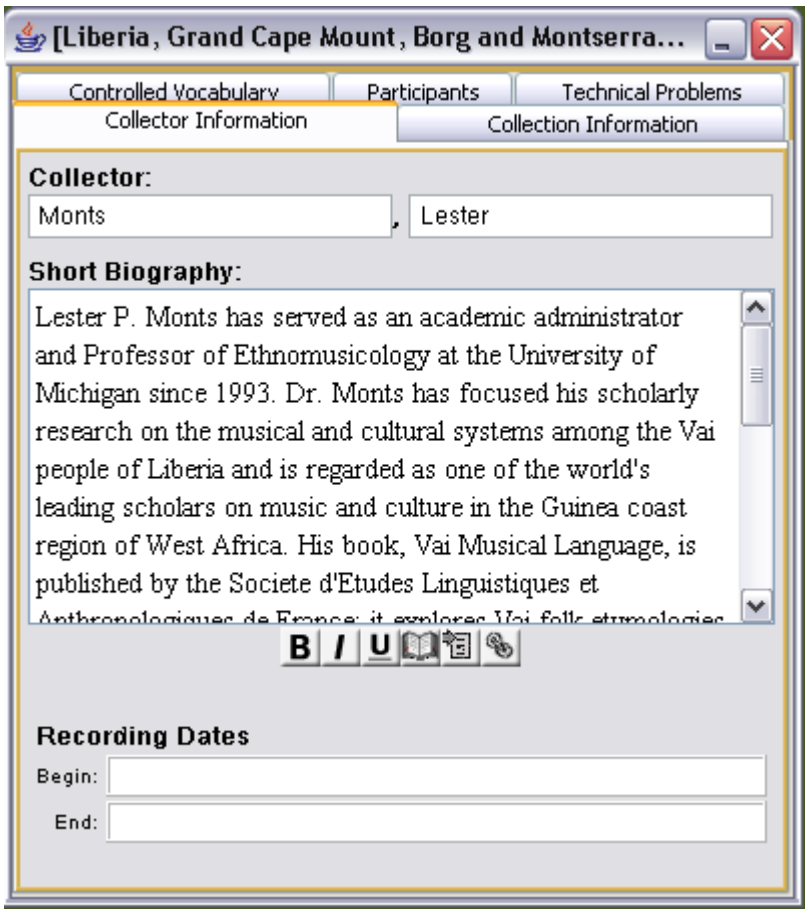
Linking selected text to:

- : Glossary: Create a new glossary entry using a selected word or phrase, or link a selected word/phrase to an existing glossary definition.
- : Citation: Provide a bibliographic citation for selected text
- : Link to another segment: Create a cross-referential link between selected text and another video segment in your collection.

You can also "open" your entire collection by double-clicking in the "Collection" area across the top of the Timeline.

The Collection Metadata window is slightly different from the segment Metadata Window—it only has five tabs, and two of them are unique to the collection level:

- Collector Information: Provide your name and a brief biography
- Collection Information: Write a concise abstract/overview that summarizes the content of the video in the project.


[Liberia, Grand Cape Mount, Borg and Montserra...
Controlled Vocabulary
Participants
Technical Problems
Collector Information
Collection Information
Collector:
Monts
Lester
Short Biography:
Lester P. Monts has served as an academic administrator and Professor of Ethnomusicology at the University of Michigan since 1993. Dr. Monts has focused his scholarly research on the musical and cultural systems among the Vai people of Liberia and is regarded as one of the world's leading scholars on music and culture in the Guinea coast region of West Africa. His book, Vai Musical Language, is published by the Societe d'Etudes Linguistiques et
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Recording Dates
Begin:
End:

SEGMENTING VIDEO: EVENTS, SCENES, ACTIONS

The first step in the annotation process is to SEGMENT (divide) your collection into Events, Scenes, and Actions. Events and scenes need to be contiguous (i.e., the end-point of one event/scene is the start-point of the next event/scene); however, while working you can create them non-contiguously and then go back and fill in gaps later. Actions do not need to be contiguous. Because this organization is hierarchical—each level is contained within the one above—actions cannot cross scene boundaries and scenes cannot cross event boundaries. (Please refer to Part I of the *Annotator's Guide* for more detailed descriptions of the different types of video segments.)

CREATING SEGMENTS

You will segment your video using the Timeline interface:

- Select the "Create" mode from the Timeline toolbar. The cursor should now appear as an arrow with a small square.
- Mouse over the Timeline until the video corresponds to the point at which you would like the segment to begin. If you wish, you can also use the sweep bar to help you pinpoint a location. To do this:
    - Return to "Select" mode and move the sweep to the desired point in your video. Position the sweep in one of three ways:

        - Drag the sweep to the location. If necessary, use the Video Player buttons (Back/Forward One Frame) to fine-tune the location to the exact frame (represented by the line in the middle of the sweep).

        - Double-click on the sweep groove to bring the sweep to that location and then fine-tune using the Video Player.

        - Right-click on the sweep ball to open a context menu which allows you to enter an exact timecode that corresponds to the timecode in the Video Player.

    - When you re-enter "Create" mode, the sweep will appear "locked" (faded) in place.

- Left-click and drag the cursor across the Timeline (you must hold the mouse button down while dragging). As you drag, you will see a new "Untitled Segment" appear on the timeline. Release the mouse button when the cursor reaches the point at which you would like the segment to end. If you have positioned the sweep as a guide, the boundary will automatically snap to the sweep position when your icon is within 5 pixels of the sweep, which will light up to indicate the snap.

    - If you click and drag at the collection level, you will create an event; if you click and drag within an event, you will create a scene; if you click and drag within a scene, you will create an action. The different hierarchical levels are color-coded in the Timeline.

- You can also quickly create a segment to fill in the gap between two existing segments.

    - In "Create" mode, mouse over the space between two existing segments that you wish to fill.

- Right-click to activate the context menu and select "Insert segment to fill gap." A new segment will appear within the highlighted area, at the appropriate hierarchical level.

Resizing Segments

Once you have created a segment, you may wish to change its endpoints or even make it contiguous with the next segment. You can do both of these tasks in "Resize" mode:

- Select the "Resize" mode from the Timeline toolbar. The cursor should now appear as a double arrow with a center bar.
- Mouse over the upper part of the left or right edge of the segment to be resized, depending on whether you wish to change the start or end point. The resize function becomes active when the icon changes color and the segment is highlighted (this may require some practice). You may find this process easier if you zoom in on the segment.
- Left-click, hold, and drag the segment boundary to the desired location (segment boundary line corresponds to the timecode in the Video Player). Release the mouse button to complete the resizing. If you have positioned the sweep as a guide, the boundary will automatically snap to the sweep position when your icon is within 5 pixels of the sweep. NOTE: There are TWO different ways to resize a segment:
    - One-direction (single-arrow tool): When the icon shows only one arrow, you can only drag the boundary *inward* to make the segment shorter. With this tool, you cannot expand the segment beyond its original boundaries.

- Two-direction (double-arrow tool): When the icon shows two arrows, you can move the boundary to make the segment shorter *or* longer.

- With both types of resizing, you cannot reduce a segment past the boundaries of a sub-segment contained within it (i.e., you cannot change a scene to start after the starting point of one of its actions). If you drag a boundary to the point where it reaches the boundary of the sub-segment, the resize tool will automatically begin shifting the sub-segment boundary as well.

- To resize a segment to make it contiguous with the previous or next segment, drag the desired boundary until it touches the other segment. You do not have to worry about accidentally creating an overlap—the tool will automatically stop the segment at the next border.

Opening a Segment for Annotation

A segment (or the whole collection) can be "opened" for annotation in four ways

1) In "Select" mode, double-click on the desired segment in the Timeline

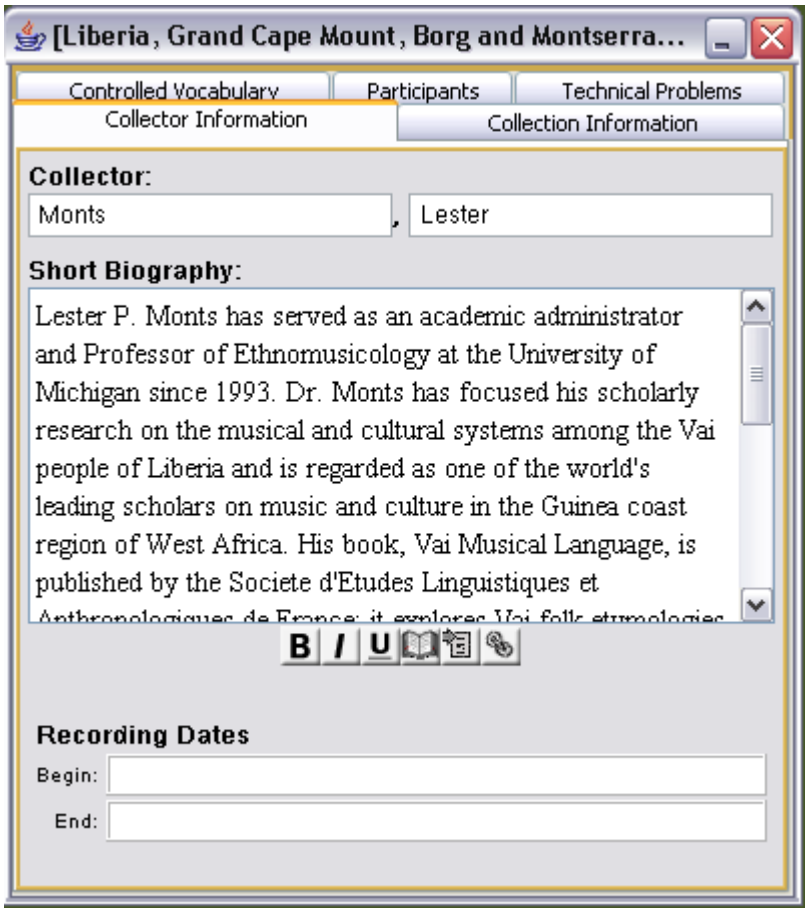
2) In any mode, right-click on a segment in the Timeline and choose "Open selected segment" from the context menu

3) Double-click on a segment header in the Collection Hierarchy window

4) Right-click on a segment header in the Collection Hierarchy window and choose "Open selected segment" from the context menu

When you open a segment, the appropriate Metadata window appears and you can begin entering information. Instructions are provided in the following sections for entering the various types of data required to complete your annotations. In some cases, instructions may apply to several different tabs (i.e., creating glossary terms) and will be cross-referenced rather than repeated.

COLLECTOR INFORMATION TAB


[Liberia, Grand Cape Mount, Borg and Montserra...
Controlled Vocabulary
Participants
Technical Problems
Collector Information
Collection Information
Collector:
Monts
Lester
Short Biography:
Lester P. Monts has served as an academic administrator and Professor of Ethnomusicology at the University of Michigan since 1993. Dr. Monts has focused his scholarly research on the musical and cultural systems among the Vai people of Liberia and is regarded as one of the world's leading scholars on music and culture in the Guinea coast region of West Africa. His book, Vai Musical Language, is published by the Societe d'Etudes Linguistiques et
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Recording Dates
Begin:
End:

COLLECTOR

Enter your name in the fields provided, with your last name first.

SHORT BIOGRAPHY

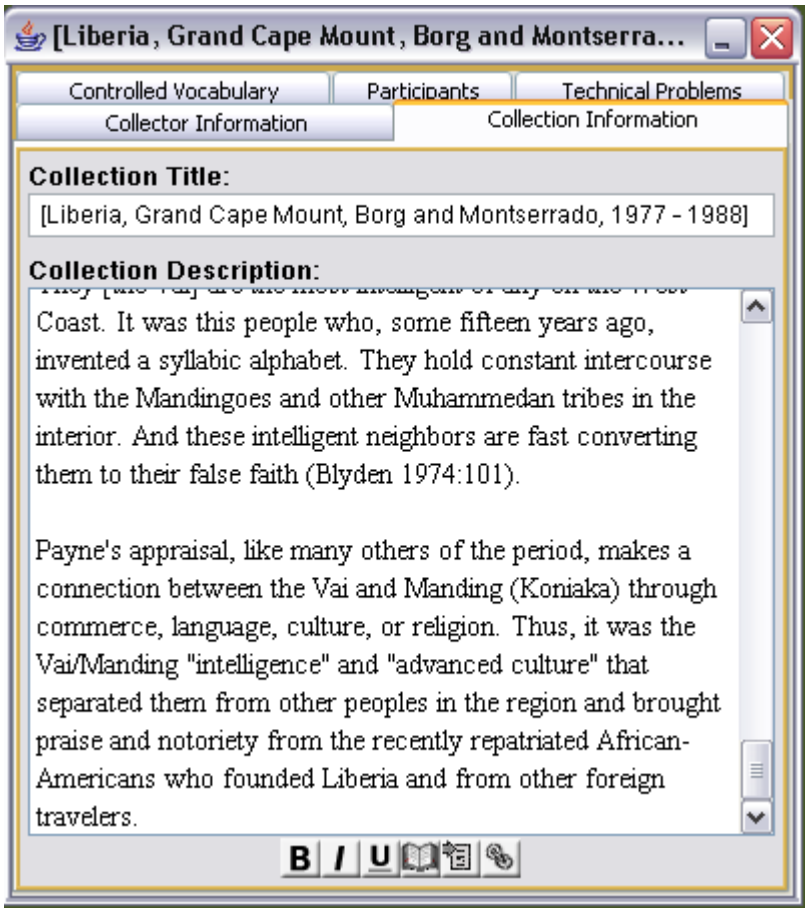
Please provide a brief biographical statement. Aside from basic details, such as educational background, current affiliation, and notable publications, you may also want to include information about any publications, recordings, or films that resulted from your video.

The short biography should be approximately one paragraph long. Please refer to the "Basic Metadata" section of this manual for instructions on creating glossary terms, adding citations, or linking descriptive text to other video segments in your collection.

Recording Dates

Provide the time frame represented by the video.

COLLECTION INFORMATION TAB


[Liberia, Grand Cape Mount, Borg and Montserra...
Controlled Vocabulary
Participants
Technical Problems
Collector Information
Collection Information
Collection Title:
[Liberia, Grand Cape Mount, Borg and Montserrado, 1977 - 1988]
Collection Description:
Coast. It was this people who, some fifteen years ago, invented a syllabic alphabet. They hold constant intercourse with the Mandingoes and other Muhammedan tribes in the interior. And these intelligent neighbors are fast converting them to their false faith (Blyden 1974:101).
Payne's appraisal, like many others of the period, makes a connection between the Vai and Manding (Koniaka) through commerce, language, culture, or religion. Thus, it was the Vai/Manding "intelligence" and "advanced culture" that separated them from other peoples in the region and brought praise and notoriety from the recently repatriated African-Americans who founded Liberia and from other foreign travelers.
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COLLECTION TITLE

Collection title can be any descriptive phrase you want to use.

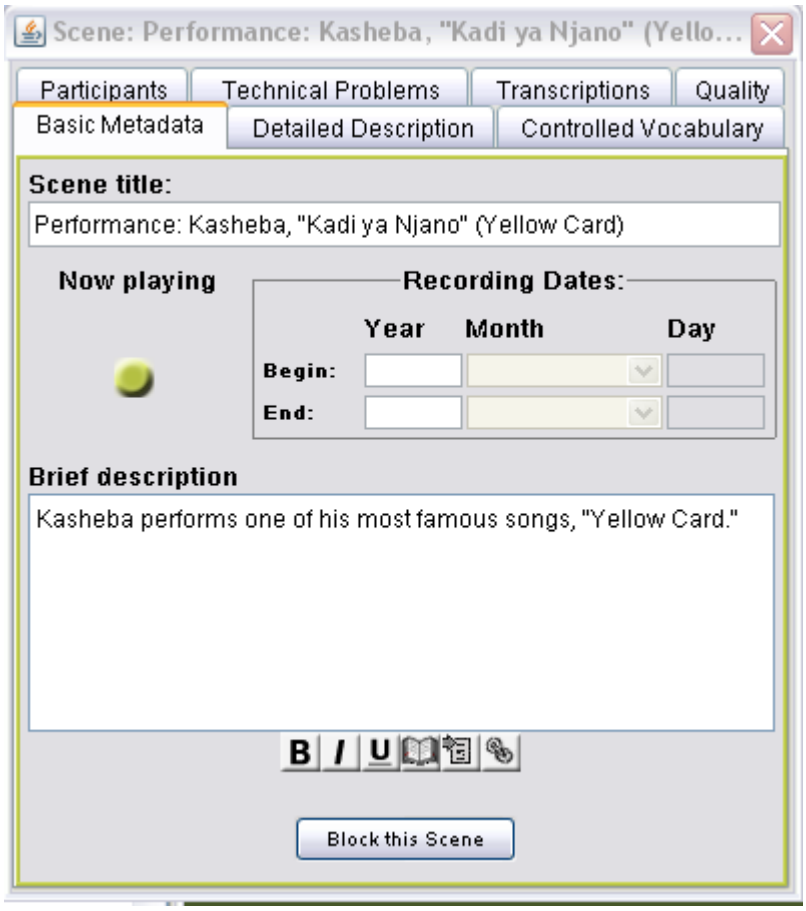
COLLECTION DESCRIPTION

The Collection Description should provide a concise abstract of your videos. This area could contain a description of the main events, themes, performances, and performers that appear on your videos. You could include 1) overall scope of your videos; 2) the location(s) where the videos were shot; 3) why you took the videos (research for a

project, dissertation, book, etc.); 4) the videos' relationship to a larger collection of which they might be a part (including audio, photographs, etc.); and 5) their relationship to your scholarly work and publications. Specific details should be left to each "event" segment. Ultimately, like the abstract for a book, you should provide a short summary of the videos.

If this material is part of a larger collection of materials to appear on the internet, you will want to establish standards for the information entered here about the collection.

BASIC METADATA TAB



SEGMENT TITLE

Enter a short title for the event, scene, or action you have created. After you write the title, it will appear across the top of the Metadata window, along with an indicator of the segment level (event, scene, action). This title will also appear to identify your segment in the Timeline and Collection Hierarchy.

"NOW PLAYING"

This icon will help you keep track of the video showing in the player, relative to the various metadata windows you may have open in the AWB environment. If the "Now

Playing" icon is "lit up" (a lighter color) in a particular segment's metadata window, it means that the segment content is currently playing in the video window. (The "Now Playing" icon is merely an indicator—it is not interactive.)

Recording Dates

Enter as much information as you can about the date the segment content was filmed (in many cases, the beginning and ending dates will be the same). For example, you might know the date, month, and year; you might know only the month and year; or you might only know the year.

Please enter dates in one of the following formats:

- 20-June-2006
- June-2006
- 2006

Brief Description

The brief description should describe what is happening in the video segment and provide basic information about various aspects of the content (e.g., artistic, cultural, social, historical, political, etc.). These brief descriptions serve as descriptive textual "captioning" to provide viewers with details that enable them to more fully interpret your video material. Basic description text should be as clear and accessible as possible, and should not include theoretical analysis or extended background information.

As a general guide, the basic description should be approximately 4-5 complete sentences in length (avoid sentence fragments).

Blocking Content

Within your collection there may be small segments of video content for which you would like public access "blocked." This may be because of the sensitive nature of the

events depicted, or because of other ethical issues that you or the subjects may have regarding potential viewing of the clip.

If appropriate, you can use the "Block this event/scene/action" button to prevent end-users from viewing a particular video segment. When you click the button, a new window opens with the following fields:

- Explanation: Provide the reason why the segment content needs to be blocked.
- Block until: Provide the length of time or conditions for blocking. Select the radio button for one of the following:
    - Date: Content will be unblocked at on a specific date that you provide. Please enter in the following format: "20-June-2008"
    - Conditional block: Describe the conditions which need to be met for the content to be unblocked
    - The end of time: Content will be blocked forever

After you hit "Accept," you will return to the main Basic Metadata window and see an indicator that the segment has been blocked. You can use the "Edit" button to change the blocking specifications or the "Unblock" button to unblock the segment.

Blocking is hierarchical and inherited (i.e., blocking an event will automatically block any scenes within that event, and blocking a scene will automatically block its actions). You may wish to go ahead and create sub-segments and annotations within a blocked region if there is a reason why the region could eventually become unblocked—a specified number of years, the death of a participant, the granting of new permissions. This way, the sub-segments are ready to be viewed whenever the unblocking occurs.

Creating Hyperlinks: Glossary, Citation, and Segment Links

In several different text fields in the Metadata Window, you have the option to create special links which provide more information about your content. You can designate

glossary terms and term definitions, you can cite a source, or you can create a link to a related video segment in your collection. In each case, you can attach the link to any word or text string that you have entered in a given pane.

NOTE: A given word or text string can only support ONE type of link—for example, the same word cannot function as both a glossary term and a link to another segment. If you assign a second type of link, the new type will overwrite the old. Therefore, if you wish a sentence to contain more than one type of link, you will need to assign the link(s) to different words or different text strings within that sentence.

GLOSSARY TERMS

Anywhere you see the button below a text window, you can create and associate glossary entries for words or phrases in that window (i.e., to define non-English terms, provide bios for performers, etc.). This option is available in the following tabs: Basic Metadata, Detailed Description, Collector Information, and Collection Information. You can also create a glossary term within another glossary entry.

To create a glossary entry, use your mouse to highlight the word or phrase you would like to associate with the entry, and then hit the button. The first time you create an entry, the "Enter new Glossary Entry" window will appear and request data in the following fields:

- Term (root form): Enter the root or most common form of the word or phrase
- Term (alternate forms): Enter other forms of the word or phrase that an end-user might encounter in your collection annotations, including plurals. For each alternate form you wish to include, click the "Add" button, enter the term, and click "OK."
- Definition/Explanation: Provide the definition or explanation you would like to associate with this term or phrase. You can format this text as desired using the

B, I, and U buttons below the pane. You can also embed other glossary terms or citations within a glossary entry using the and buttons.

When you complete the entry by clicking "Add Entry," your selected text will appear GREEN and UNDERLINED.

You can remove the link to a glossary term in three different ways:

- Select the linked text and hit the button again, or
- Select the linked term, right-click, and select "Remove hyperlink" from the context menu."

When you create subsequent glossary terms, the first window to appear will be the "Select Glossary Entry" window, where you will have the option to associate a selected word or phrase with an existing entry (this is helpful if the same word/phrase reappears throughout your collection). Simply select the correct term and definition from the drop-down menu, and it will be linked to your selected text. If the term you desire does not already exist, choose the "Create new entry" button and proceed, as directed above, to enter data for a new entry.

CITATIONS

Anywhere you see the button below a text window, you can create and associate bibliographic citations for selected text in that window. This option is available in the following tabs: Basic Metadata, Detailed Description, Collector Information, and Collection Information. You can also create a citation within a glossary entry.

We ask that you first create an in-text reference, to be linked to more detailed bibliographic information. This in-text citation should be in (Author Date) format: for example, (Smith 1992) or (Jones 2004). After you create your in-text reference, use your mouse to highlight it and then hit the button to open the "Enter New Citation" window. The window contains the following fields:

- Citation type: From the drop-down menu, select the type which most accurately describes the source you are citing: Book, Journal Article, Edited Book, Dissertation, or Other.

- Source information (various fields): Fill in as many fields as you can with information about your source. This is meant to be a general template, so all fields may not apply to the type of source you are citing. *For titles, do NOT include formatting details such as quotation marks or italics.*

When you complete the citation by clicking "Add Citation" your selected text will appear ORANGE and UNDERLINED.

You can remove the link to a citation in two different ways:

- Select the linked text and hit the button again, or

- Select the linked term, right-click, and select "Remove hyperlink" from the context menu."

Referencing Other Video Segments in Your Collection

Anywhere you see the button below a text window, you can create linked text which will cross-reference another video segment in your collection. This option is available in the following tabs: Basic Metadata, Detailed Description, Collector Information, and Collection Information.

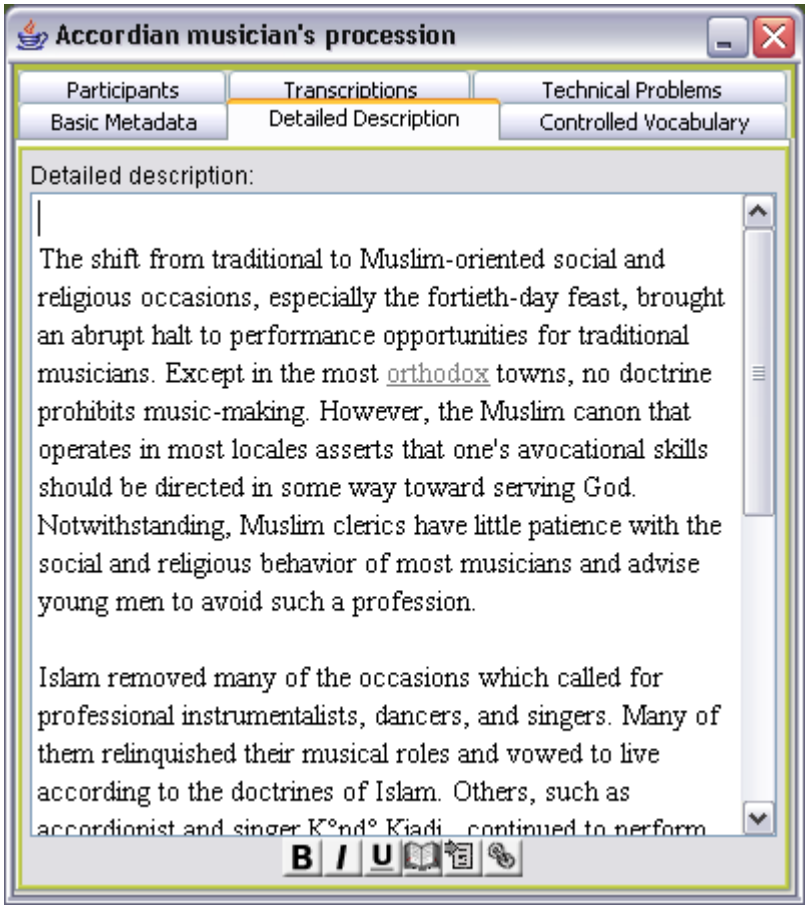
To create a link to another event, scene, or action in your collection, use your mouse to highlight the word or phrase you would like to link and then hit the button. This will open a window titled "Select the segment for the reference." Similar to the view in the Collection Hierarchy window, this window contains a hierarchical view of all of the segments you have created so far—clicking on the plus sign beside a header will expand the header to show any sub-segment headers contained within the parent segment.

Single-click to choose the segment you would like to link to the text, and then click "Select." You can link text to any type of segment, regardless of the level at which you are annotating (i.e., scene text can be linked to an event, scene, or action). When you have finished creating the link, the selected text will appear BLUE and UNDERLINED.

You can remove the link to another segment in two different ways:

- Select the linked text and hit the button again, or
- Select the linked term, right-click, and select "Remove hyperlink" from the context menu."

DETAILED DESCRIPTION TAB


Accordian musician's procession
Participants
Transcriptions
Technical Problems
Basic Metadata
Detailed Description
Controlled Vocabulary
Detailed description:
The shift from traditional to Muslim-oriented social and religious occasions, especially the fortieth-day feast, brought an abrupt halt to performance opportunities for traditional musicians. Except in the most orthodox towns, no doctrine prohibits music-making. However, the Muslim canon that operates in most locales asserts that one's avocational skills should be directed in some way toward serving God. Notwithstanding, Muslim clerics have little patience with the social and religious behavior of most musicians and advise young men to avoid such a profession.
Islam removed many of the occasions which called for professional instrumentalists, dancers, and singers. Many of them relinquished their musical roles and vowed to live according to the doctrines of Islam. Others, such as
B
I
U

You can use the detailed description pane to provide end-users with the kinds of in depth background information that helped inform your research perspective. For example, you could contextualize the particular subject matter in more detail, expand description and analysis, and include text from your notes or other materials you have written.

Please refer to the "Basic Metadata" section of this manual for instructions on creating glossary terms, adding citations, or linking descriptive text to other video segments in your collection.

In general, we would hope you would be able to compose your segment description, detailed information and general text entry in the Annotator's Workbench. On occasion, you may already have text entered in some other format, like Microsoft Word. If that is the case, you should be able to cut and paste into the Annotator's Workbench without any difficulty.

DIACRITICS

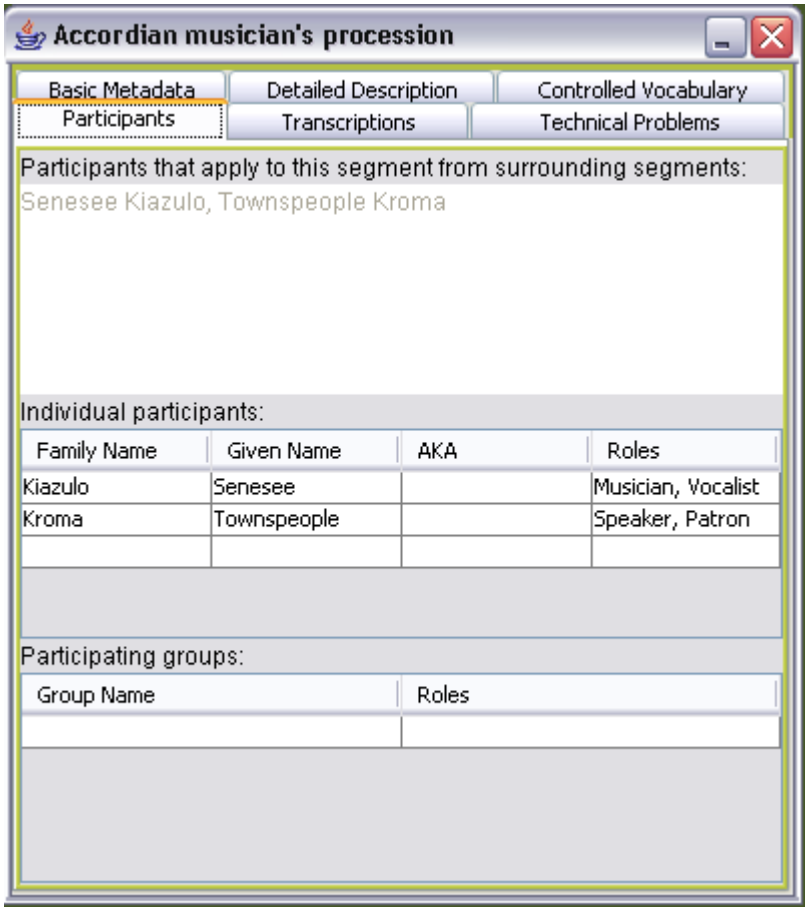
The Annotator's Workbench provides for the insertion of diacritics from a variety of Roman character based languages. When typing in descriptive text areas, simply press F2 and a menu will appear displaying the currently selected language/category and its diacritics/symbols. Change the language/category if necessary and the menu will now appear with all diacritics/symbols for that language/category. Selecting the diacritic from the list will insert it into the text at the cursor location, replacing any highlighted text. To insert the capital version of the character, simply hold down the shift key while making your selection.

For languages that are not based on the Roman character set (Arabic, Chinese, etc), use your operating system's input method editor to type text in these languages.

OPTIONAL CONTROLLED VOCABULARY TAB

See Appendix I for details on using the Controlled Vocabulary.

PARTICIPANTS TAB



To facilitate searching and browsing for the end-user, you should identify significant individuals or groups that appear in your video materials, as well as the roles these participants play within the context of a particular segment. Identified participant

names function similarly to controlled vocabulary terms, except that they are not added to the shared database.

Participants That Apply to This Segment from Surrounding Segments

Participant names are inherited according to the top-down hierarchy of video segments—sub-segments are automatically populated with the participant names assigned to the parent segment (i.e., names assigned to an event will automatically be assigned to its scenes, and an action will inherit names from its parent event *and* parent scene). When you open the "Participant" tab of a sub-segment, you will see any inherited names in the pane in light grey font, and these can only be edited by opening the segment in which they were originally assigned.

Individual Participants

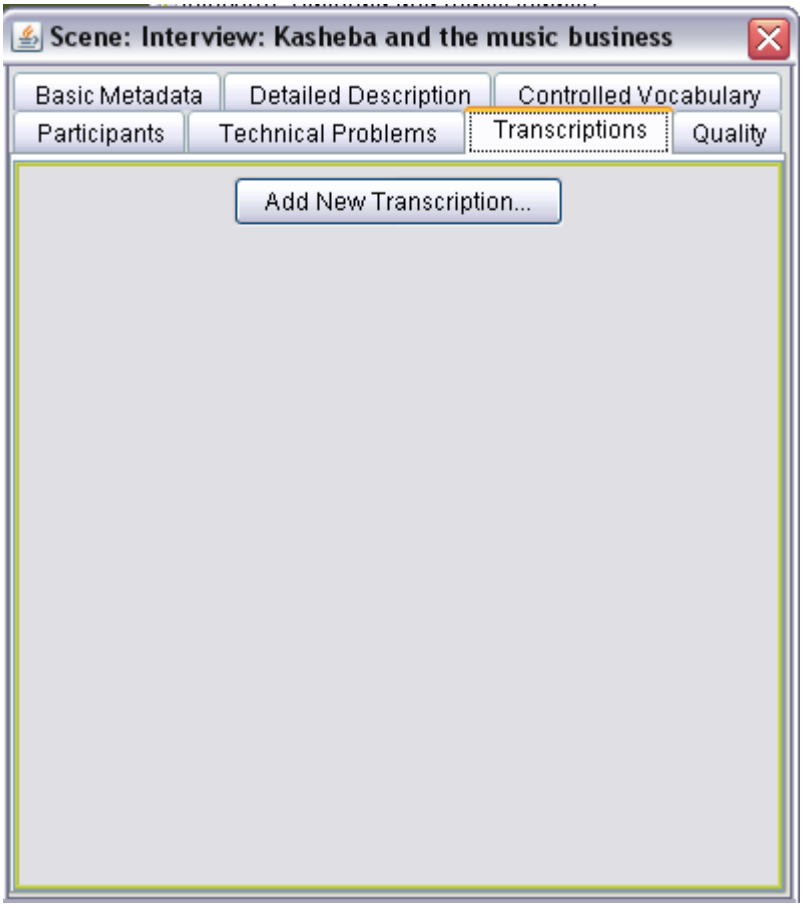
Provide the family name and given name for each individual participant you wish to identify, as well as that person's role or roles in the video segment (e.g., "performer," "sound engineer," "interviewee," "subject," etc.). You can assign multiple roles to a participant, separating them in a list with commas. Use the Tab key to move between fields, and use the Enter key to add another row for a new participant.

Participating Groups

Provide the name of each participating group you wish to identify, as well as that group's role or roles in the video segment (e.g., "performing ensemble," "team," "class," etc.). You can assign multiple roles to a participant group, separating them in a list with commas. Use the Tab key to move between fields, and use the Enter key to add another row for a new participating group.

You may wish to list group as well as its individual members—for example, you could identify the "African All-Stars" as a group, and then list the individual members of the ensemble as individual participants.

TRANSCRIPTIONS TAB



If a video segment contains significant spoken or sung text (e.g., an interview excerpt, speech, song lyrics, etc.), you may want to provide the text for the end-user to read. The "Transcription" tab allows you to isolate a portion of your video and enter a raw (original-language) transcription as well as unlimited translations; the transcription and translation(s) will appear when the end-user views the video content.

AWB provides only text transcriptions, not, for example, musical or dance notation. Furthermore, transcriptions should only be used for special materials such as sung texts or important spoken dialog and performance. While this feature could be used to create a kind of "closed captioning," we do not recommend that annotators attempt to do this. Closed captioning is extremely time-consuming, and neither the AWB nor the end-user interfaces are designed to handle it.

TRANSCRIPTIONS

To create a transcription:

- Open the video segment in which the content that you wish to transcribe occurs. You may find it convenient to isolate the content by segmenting it as its own scene or action.

- Click on the "Transcription" tab and click the "Add Transcription" button. You will be asked to fill in the following fields:

    - *Speaker*: Choose the speaker (or singer) from the drop-down menu. The menu is populated from the "Participant" tab for the segment, so you MUST create participants in the "Participant" tab before you can proceed with a transcription. If the speaker's name is not shown, go back to the "Participant" tab and create a new participant. Or, you can add the transcription first and then create the participant later, making sure to re-visit the transcription to add the speaker.

- *Spoken language*: Choose the ORIGINAL language from the drop-down menu. The menu is populated from the "Language" section of the "Controlled Vocabulary" tab, so you MUST add language terms to the segment's CV before you can proceed with a transcription.

- *Spoken from/until*: Using the time code shown in the video player for reference, enter the start and end points for the section you are transcribing. (NOTE: Transcriptions can start and end at ***any*** point in your video and can cross segment boundaries.) These settings will default to the start and end points of the open segment (which is why you might find it most efficient to create the transcribed content as its own scene or action). You can use the "Preview" button to preview the section you are defining for transcription.

- *Raw transcription*: Enter the transcription text, in the ORIGINAL LANGUAGE that appears in the video. Create line breaks using a hard return (Enter key). Please do NOT add extra flourishes like dotted lines, etc.

- When you have finished entering the transcription, click the "Add" button.

Once you have added a transcription, it will appear in the main "Transcription" tab, where it will be identified by the speaker's name. You now have the option to "Edit," "Delete," or "Translate" your transcription. At the bottom of the window, you also have the option to "Add New Transcription."

TRANSLATIONS

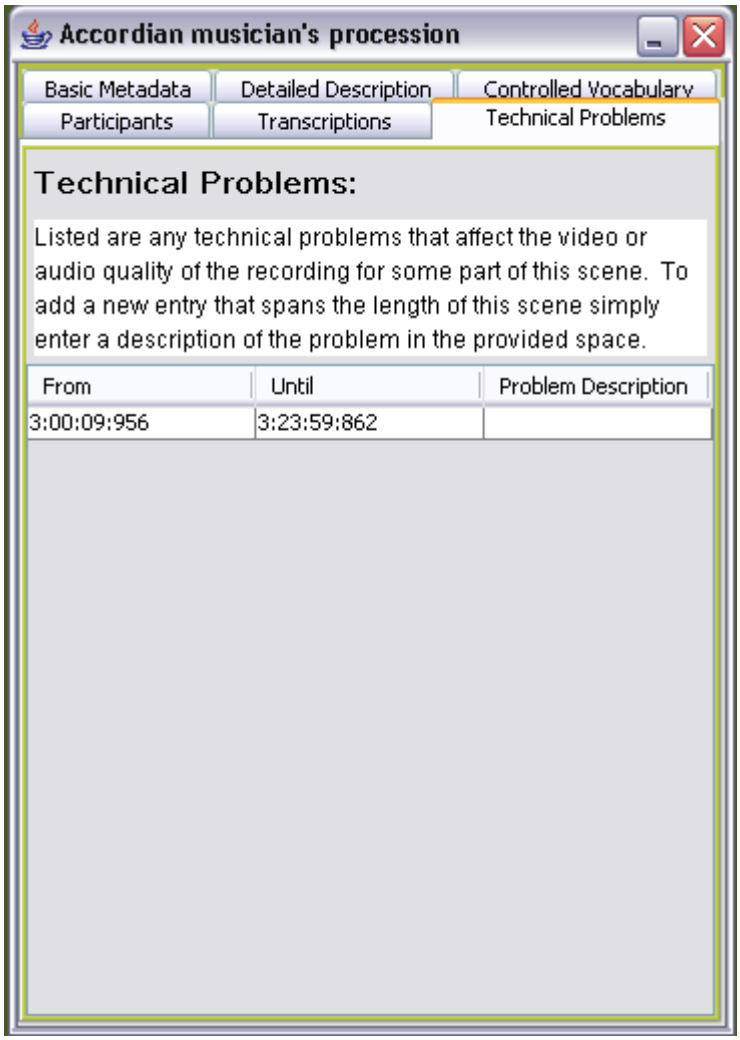
After you have created an original-language transcription, you may want to provide end-users with a translation into English and/or other languages.

To create a translation:

- Click the "Translate" button for the transcription you wish to translate

- From the "Translate transcription into..." window, select the language into which you would like to translate. The default selection (highlighted) is English.
- You will be returned to the main "Transcription" tab, where you will now see a new language tab beside your original transcription. Type your translation in the new pane. Create line breaks using a hard return (Enter key). Please do NOT add extra flourishes like dotted lines, etc.
- If you would like to translate your transcription into another language, click the "Translate" button again and choose a new language. This will create another language tab in the pane beside your original transcription. You may create as many translations as you want to accompany each transcription.

TECHNICAL PROBLEMS TAB


Accordian musician's procession
Basic Metadata
Detailed Description
Controlled Vocabulary
Participants
Transcriptions
Technical Problems
Technical Problems:
Listed are any technical problems that affect the video or audio quality of the recording for some part of this scene. To add a new entry that spans the length of this scene simply enter a description of the problem in the provided space.
From
Until
Problem Description
3:00:09:956
3:23:59:862

Sometimes filming is affected by things such as human error or environmental conditions—a lens cap is left on, lighting becomes dim, a windy day creates microphone distortion, etc. For end-users, it is important to know that such issues are part of the recording and not something that is wrong with their computer configuration. The "Technical Problems" tab thus provides an opportunity for you to alert end-users to problems that affect the video or audio quality for some or all of a given segment.

To describe a technical problem:

- Click the lowest line to select/highlight it.

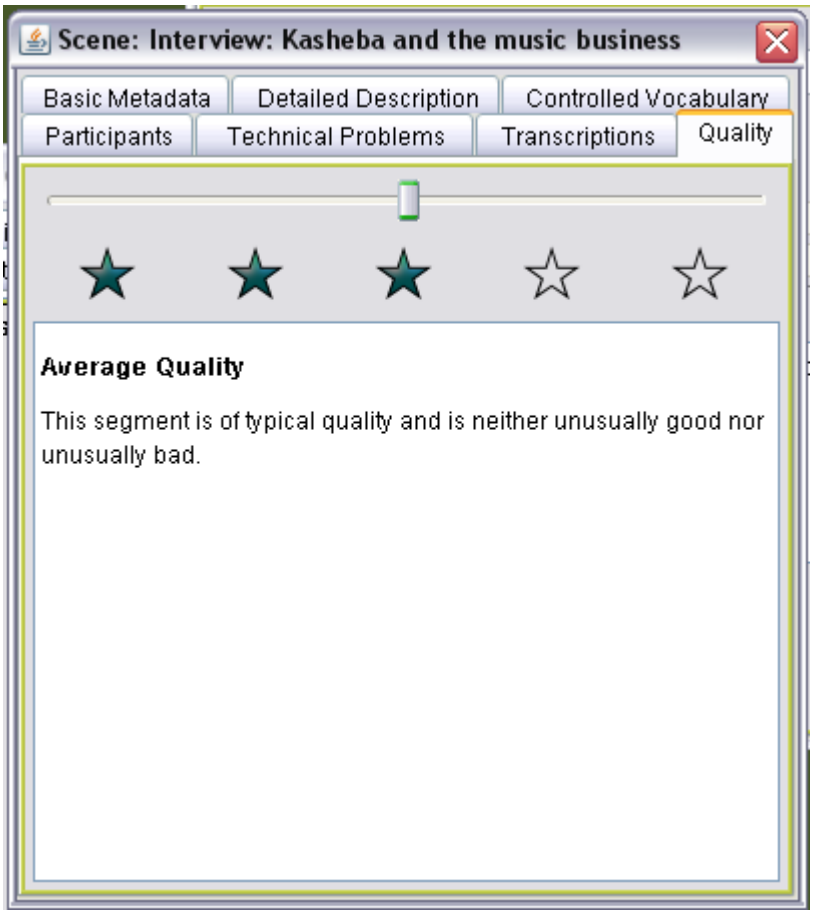
Using the time code in the Video Player for reference, enter the start time and end time for the problem. The times will default to the endpoints of the segment. (NOTE: Technical problems can start and end at ***any*** point in your video and can cross segment boundaries.)

- Enter a brief description of the technical problem and what aspect of the video is affected.

- To add another technical problem, hit Enter to create a new line. You can only create a new line when you have finished with the prior entry.

A technical problem will be visible and editable on any segment that it overlaps. You can also view/edit ALL technical problems in the "Technical Problems" tab of the Collection Metadata window.

QUALITY TAB



The Quality Tab gives the annotator the opportunity to rank each scene for how well it represents the work of the annotator. By providing a high quality ranking, the scene is more likely to appear at the top of a list of results rather in the middle or the bottom. And users tend to choose those results near the top. You interact with this tab by either using the slider to set the rank or by clicking on one of the stars to set the rank. The following are the possible ranking values:

Best Quality

- This segment is one of the best quality representations of the subject matter. Film and audio quality are ideal and rich analysis has been entered. Segments marked with this quality rating will appear above all other similar segments

Good Quality

- This segment is a good representation of the subject matter and is a high quality recording with detailed and useful analysis. Segments marked with this quality rating will appear higher amongst otherwise similar search results.

Average Quality

- This segment is of typical quality and is neither unusually good nor unusually bad.

Poor Quality

- This segment has some problems that make it a poor example of the subject matter. Either there are problems with the recording quality, camera angles, subject materials or annotation detail that detract from the segment. Segments with this quality rating will appear lower amongst otherwise similar search results.

Worst Quality

- This segment has low quality video, audio, annotation and is not an ideal representation of the subject matter. Segments marked with this quality rating will be ranked very low amongst search results.

APPENDIX I

CONTROLLED VOCABULARY

Controlled Vocabulary is configured in a separate file, but if you cannot connect, you might see a message in the CV Window that reads "Failed to automatically connect to the database." General configuration of the AWB as well as configuration to connect to Controlled Vocabulary are covered in the "Annotator's Workbench Configuration" document (provided separately).

To connect to the database:

- Click the "Connect to Database" button in the Controlled Vocabulary window.
- The dialog box will ask for a password. Use the password for the CV that is in your configuration file.

Once you have connected to the database, the application creates an offline .cvt file for the controlled vocabulary and will use that file in future work sessions. After your initial session, you do not need an active internet connection to use the Controlled Vocabulary feature.

If possible, you should periodically connect to the internet and refresh this .cvt file, to make sure your file contains any recent changes or additions to the master Controlled Vocabulary database.

OPTIONAL CONTROLLED VOCABULARY WINDOW

Terms can be displayed in a hierarchical arrangement or an alphabetical list, depending on your preference; you can change the display by selecting the appropriate radio button at the bottom of the window. Please note that some terms will *only* appear in the alphabetical view—please see the section on "Authorized" terms on p. **Error! Bookmark not defined.**.

William Co
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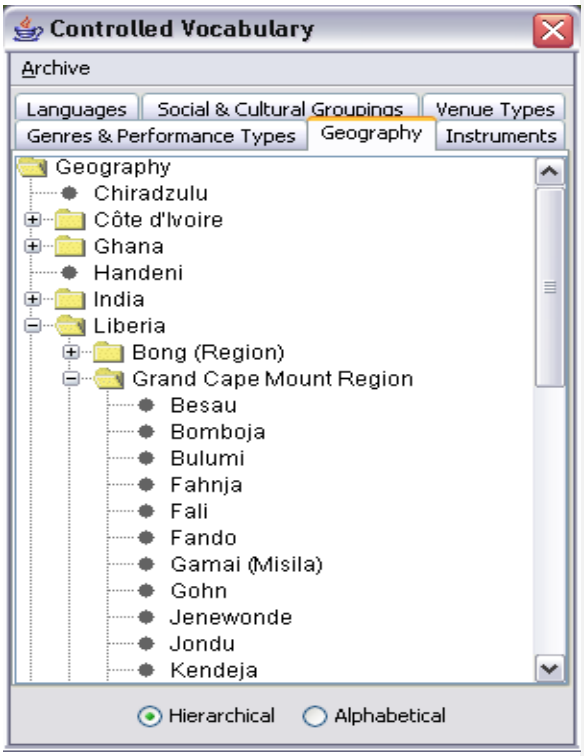
Here is a sample of the categories used for an ethnomusicology video archive. These terms were all defined using the Controlled Vocabulary Maintenance Tool, a separate open source program:



- Social & Cultural Groupings: This category contains standard terms for ethnic groups or social/cultural groups that appear in your video collection (source: Library of Congress Subject Headings).

- Genres & Performance Types: This category contains terms for the musical and performance genres that appear in each of your events. Possible vocabulary might include musical genre or sub-genre distinctions, or broader performance genres such as festival, concert, parade, interview, wedding, and naming ceremony (source: Library of Congress Subject Headings).

- Geography: This category controls for proper names of countries, cities, towns, and villages (sources: Getty Thesaurus of Geographic Names and GeoNet).

- Instruments: This category contains both the names of instruments and the categories that best identify the primary way in which the instruments produce sound. Instrument names can be selected from lists containing both Library of Congress terms (non-italicized) and local/vernacular identifiers (italicized). (Sources: Library of Congress Subject Headings and Sachs-Hornbostel system of musical instrument classification).

- Languages: This category contains standard reference terms for the languages that appear in your video collection (source: Library of Congress Subject Headings).

- Venue Types: This category controls for the type of venue featured in a given video clip. Examples include concert hall, club, church, private residence, or public square. You also have the option to add the proper name for the venue (i.e., St. Thomas Episcopal Church); the proper name will be searchable for end-users but will not become part of the controlled term list. (source: Getty Art and Architecture Thesaurus).

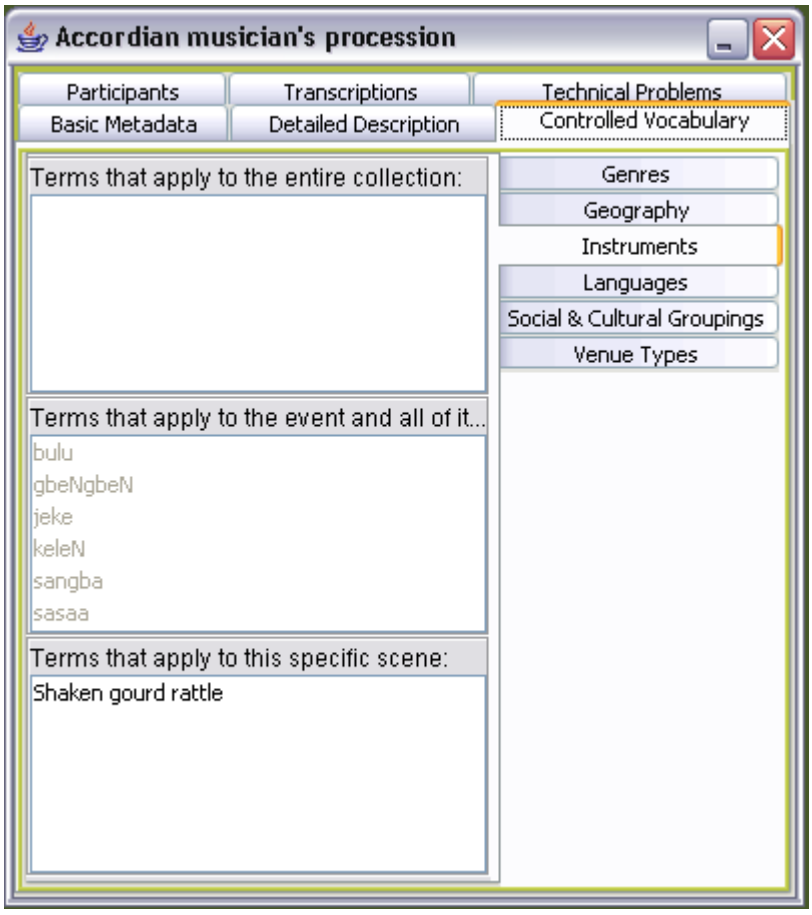
The CV display is initially populated with CV terms when you connect to the database upon first opening the AWB. Once you have connected to the database, the application creates an offline archive (.cvt) for the controlled vocabulary and will use that file to populate the window in future work sessions. If you choose, you can Export this archive or Import another archive file by selecting the appropriate option from the "Archive" menu on the window menu bar. If you have an active Internet connection, you can also select the "Refresh from database" option from the "Archive" menu to refresh the active archive, thus ensuring that your file contains any recent changes or additions to the master Controlled Vocabulary database.

Terms from the Controlled Vocabulary window can be dragged and dropped into one other window to the "Controlled Vocabulary" tab of the Metadata window.

The terms that appear in the CV lists are added by a separate application designed for Controlled Vocabulary / Thesaurus Creation and Maintenance. For example, if a particular genre does not appear on the list, it usually means that none of the collections contain examples or references to that genre.

For detailed instructions on how to apply CV terms to your video segments, please see the section of this Manual entitled "Optional Controlled Vocabulary Tab" below.

Optional Controlled Vocabulary Tab



In the AWB environment, controlled vocabulary can be easily applied to any video segment using a drag-and-drop interface. Desired terms or term sets can be dragged from the Controlled Vocabulary window (see earlier description of this area on p. 12) and dropped into the "Controlled Vocabulary" tab of the segment Metadata window.

William Co
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Applying Controlled Vocabulary: The Basics

The right side of the Controlled Vocabulary tab displays buttons for each of the controlled vocabulary categories. Clicking these buttons allows you to see which terms have been applied in each category.

The left side of the Controlled Vocabulary tab displays between 1 and 4 panes containing CV terms—the number of panes depends on the segment level (collection, event, scene, action). Controlled vocabulary is inherited hierarchically: events inherit

terms from the collection level; scenes inherit terms from the event and collection levels; and actions inherit terms from the scene, event, and collection levels. Inherited terms that apply to a given segment will appear in the upper pane(s) in GREY font, and these can only be edited by re-opening the segment in which they were originally applied. The bottom pane displays terms in BLACK font—this is the active pane for the open segment.

To apply CV terms from the Controlled Vocabulary Window:

- Find your desired term in the CV window. If you are browsing in the hierarchical view, please note that you can only apply bulleted terms, not folder-level descriptors (open folders by clicking on the plus sign).

- Left-click and hold to select the term (you can select multiple terms by holding down the Control key while clicking). While still holding down the mouse button, drag the term to the bottom-left pane of the "Controlled Vocabulary" tab in the Metadata window—you will see the icon change to an arrow with a small rectangle. (Drag multiple selections as a group by right-clicking and dragging.) Release the mouse button to apply the term.

    - NOTE: The AWB application automatically assigns terms to the correct category. For example, if you are in the "Geography" view but drag and drop an instrument name, AWB will put the instrument name in the "Instrument" category and you will see it when you open the "Instrument" view.

    - If the icon doesn't change when you drag, go back to the CV window and double-click anywhere in the window to re-activate the CV interface.

"Authorized" Terms vs. Vernacular Terms

In the alphabetical view of the Controlled Vocabulary window, some terms appear italicized while others do not. The non-italicized terms are "authorized" terms (for

example, a Library of Congress subject header), while italicized terms are vernacular or "used-for" terms. This is particularly true in the "Instrument" category. (Note: "Used-for" terms ONLY appear in the alphabetical view, NOT the hierarchical view.)

You can drag and drop ANY term you wish to apply. However, vernacular terms will resolve to the closest authorized term while you are dragging—this process will be visible and you will see the term change when you drop it into the appropriate pane.